

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



Employment Opportunity - Seeking a Full Time Custodian (Se Se Wa Hum)

The Custodian will perform a variety of maintenance and cleaning tasks to keep the buildings up to standard. To work well in this role you should have basic maintenance knowledge around building repairs and some experience cleaning. The ideal candidate for this position is detail-oriented, flexible and willing to take on non-routine cleaning and special projects as the need arises. The Custodian will be responsible for cleaning and sanitizing offices, meeting rooms, bathrooms, kitchen and dining room and public areas. This position is to begin immediately.

Apply by: Open until filled

Reports to: Office Manager

Duties & Responsibilities:

- General cleaning of the building and keeping it maintained and in good condition.
- Vacuum, sweep, and mop floors.
- Cleaning and stock restrooms.
- Ensure doors are locked after hours.
- Clean up spills with appropriate equipment.
- Notify supervisors or managers of major repairs.
- Collect and dispose of trash.
- Complete tasks in a timely manner with minimal supervision.
- Keep cleaning supplies in stock.
- Work with a contract cleaning service when necessary.
- Perform general clean up of all areas of the building as directed
- Remove garbage and recycling daily
- Handle emergency cleaning and upkeep requests

Knowledge, Skills & Abilities:

- Ability to manage your time efficiently.
- Ability to work independently, as well as part of a team
- Work well when supervisors are not present.
- Ability to lift at least 25 pounds.
- Handle basic maintenance, building repairs, cleaning and other janitorial work.
- Able to work safely with a variety of cleaning supplies.
- Able to use basic cleaning equipment.

Qualifications:

- Provide a recent Vulnerable Sector Criminal Reference Check
- Must successfully complete Criminal Records Check with Vulnerable Sector Search as well as comply with an annual Oath of Confidentiality Agreement;
- Fit for Duty Policy in effect.

To Apply:

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Interested applicants can apply by submitting a resume with references to hr@brfn.ca , by Fax Attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700.

For more information, Please Contact;

Allison Lachance

Human Resources Manager

Phone: 306-724-4700 ext. 226

Email: hr@brfn.ca

Fax: 306-724-2161